



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF SERVICES ANALYST

\$2,873 - \$4,671

FRAUD DIVISION

SILICON VALLEY REGIONAL OFFICE

RESPONSIBILITIES: Under the general supervision of the Supervising Fraud Investigator II, or designee, the incumbent performs work of average difficulty in a wide variety of consultative and analytical staff services assignments such as program evaluation and planning; systems development; budgeting, planning, training, management and personnel analysis, and other related work. Tasks include preparation of draft monthly and quarterly reports, press releases, database management, contract preparation, budgetary projections, research, trend analysis, statistical analysis, evidence tracking, and public liaison with allied and public agencies. ***Background check and fingerprinting are required.***

DESIRABLE QUALIFICATIONS:

- Demonstrated experience in performing and completing analytical assignments;
- Strong analytical, oral/written communication skills and good interpersonal skills;
- Ability to work with extreme independence under general supervision;
- Personal computer experience including software applications such as Microsoft Word, Excel and Access.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Staff Services Analyst level, those with transfer eligibility, or those with list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or certification list eligibility) on the state application.***

All applicants, regardless of the type of eligibility, must provide proof of meeting the Minimum Qualifications of the classification. To view the Minimum Qualifications, please visit [CalHR Job Descriptions](#) and type in either the class code or title of the classification for which you are applying.

Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required, provide copy of college degree) will eliminate you from being considered for the position.

APPLICATION PROCEDURE:

10/1/14 EMC

DO NOT SUBMIT APPLICATIONS TO CALHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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Please mail a completed standard [State Application STD 678](#) and proof of meeting the minimum qualifications of the classification to Eva Crew, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **Failure to provide proof of meeting the minimum qualifications of the classification through experience and/or education (if required) will eliminate you from being considered for the position.**

DO NOT EMAIL APPLICATION. Emailed applications will not be accepted. **PLEASE INDICATE "STAFF SERVICES ANALYST, PSN # 413-886-5157-500" ON THE STATE APPLICATION. Applications must be postmarked by the final filing date to be considered.** For additional information, please call Eva Crew at (916) 492-3310.

FINAL FILING DATE: October 15, 2014 by 5:00 p.m. – Close of Business

NOTES: Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR for review and the applicant's name may be removed from the eligibility list.

If you are applying for more than one recruitment, a separate State Application (STD. 678) is required for each recruitment for which you would like to be considered.

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